



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Dept. of Offender Rehab. #2 Martin Luther King Jr. Dr. Atlanta, GA 30334	Application Number <b>83-848</b>	
Application Number		Date Received <b>JUN 6 1983</b>	Date Completed <b>JUN 21 1983</b>
2. Person to Contact Susan Davis		Working Title Records Management Officer	Telephone Number 656-5561
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1982      Present		5. Records Series Title (followed by title used in office; if different) Head Count Forms (Agency-wide Common Schedule)	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Custody and Security Division's are responsible for the custody, treatment and security of inmates in State and County institutions.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: accounting for inmates at various times during the day.  Included are: Count sheet forms listing each dorm/cell number and building used in physically checking off inmates who have returned. These forms may be used at any time deemed necessary by officials (after each shift, at end of day, after breakfast, etc.) to account for inmates.  File is arranged: Chronologically			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>seldom</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>Varies</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series for a major portion of it regularly microfilmed?
	X	j. Does the record series result in a computer printout?

### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                      |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.         |
| b. Statute of limitation | _____ years. | e. Administrative need            | 30 days _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.         |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requirements

### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other month then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 30 days year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
B. Whitworth Jr	6/1/83	Susan Davis	5/24/83
State Records Committee (Signature)			
State Auditor/Designee			6/17/83
Secretary of State/Designee		Edward Weldon	6/14/83
Attorney General/Designee			6-20-83

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)